

Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

## March 2015

### Ergonomics and Back Safety

March 3, 2015  
10 am - Noon  
Executive Office Building  
15<sup>th</sup> Floor Conference Room

### Overview of Contract Administration

March 3, 2015  
12:30 pm – 4:30 pm  
Executive Office Building Auditorium  
Lobby Level  
**Required for all MLS and Contract Administrators**

### Balance Work and Personal Life

March 4, 2015  
1:30 pm– 2:30 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

### Build a Respectful Workplace

March 4, 2015  
3:00 pm – 4:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

### ERS Applying for Retirement A, E, F, G H Class

March 4, 2015  
9:00 am – 10:29 am  
Council Office Building Auditorium

### Health Insurance Applying to Retire

March 4, 2015  
10:30 am - Noon  
Council Office Building Auditorium

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

⌚ **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs."



Montgomery County, Maryland  
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# Professional Development Programs

*March 2015*

## Overview of Workers' Compensation

March 4, 2015  
10:00 am – Noon  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Managers and Supervisors Only**

## Drug Free Workplace Non DOT Supervisors

March 5, 2015  
1:30 pm – 3:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Managers and Supervisors only**

## ADA As Amended: Employment Law

March 11, 2015  
1:00 pm – 4:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Required for all Managers/ Supervisors**

## Positive Communications Managing Conflict

March 11, 2015  
10:00 am – Noon  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. 3<sup>rd</sup> Floor 3F  
**Co-Sponsored with MCPS**

## Delegating Effectively

March 12, 2015  
1:30 pm – 3:30 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

## Montgomery County On-Line Print Shop

March 12, 2015  
1:30 pm – 3:30 pm  
Executive Office Building Auditorium  
**Required for those employees who submit Print Shop requests**

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- Contractors click this link: [AccessMCG](#)

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Montgomery County, Maryland  
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Training and Organizational Development

# Professional Development Programs

## March 2015

### EEO Diversity Management

March 17, 2015  
9:00 am - Noon  
Executive Office Building Auditorium  
Lobby Level  
**Required for all Managers/Supervisors**

### Montgomery County On-Line Print Shop

March 17, 2015  
9:00 am – 10:30 am  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2  
**Required for those employees who  
submit Print Shop requests**

### FMLA and Me

March 18, 2015  
9:30 am - 12:30 pm  
Executive Office Building Auditorium  
Lobby Level

### Limited English Proficiency

March 18, 2015  
1:00 pm – 4:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Required for all Front-line Employees**

### Health Insurance Planning for Retirement

March 18, 2015  
10:30 a.m. - Noon  
Council Office Building Auditorium

### ERS Retirement Planning – ERS Groups A, E, F, G, H

March 18, 2015  
9:00 am – 10:29 am  
Council Office Building Auditorium

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- Contractors click this link: [AccessMCG](#)

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Training and Organizational Development

# Professional Development Programs

## March 2015

### Time Management: Self-Management

March 19, 2015  
9:00 am – 4:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2

### Grant-Funded Contracting

March 23, 2015  
10:00 am - Noon  
Executive Office Building Auditorium  
Lobby Level  
**Strongly Encouraged for all MLS and  
Contract Administrators**

### Payment Processing

March 23, 2015  
1:00 pm - 3:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Strongly Encouraged for all MLS and  
Contract Administrators**

### Communicate Services Across Cultures

March 24, 2015  
1:00 pm – 4:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2

### Manage Conflict in a Union Setting

March 24, 2015  
1:00 pm – 4:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

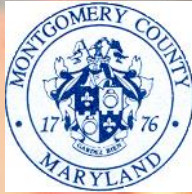
### Interpersonal Communication

March 25, 2015  
9:00 am – 4:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

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Training and Organizational Development

# Professional Development Programs

## March 2015

### Career Assessment

March 26, 2015  
9:00 am – Noon  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. 3<sup>rd</sup> Floor 3F  
**Co-sponsored with MCPS**

### Creative Problem Solving

March 26, 2015  
1:00 pm – 4:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2

### Introduction to Managing in a Union Setting

March 26, 2015  
9:00 am – 11:00 am  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Required for all Managers/Supervisors**

### Calming the Angry Customer

March 31, 2015  
9:00 am - 11:00 am  
Executive Office Building Auditorium  
Lobby Level

### How to Deal with a Difficult Person

March 31, 2015  
1:30 pm to 2:30 pm  
Executive Office Building Auditorium  
Lobby Level

### DOT Employees Drug Free Workplace Compliance Class

April 1, 2015  
9:00 am – 11:00 am  
Fleet Management Training Center

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- Contractors click this link: [AccessMCG](#)

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# Professional Development Programs

## *April 2015*

### **Congratulations Welcome to Management**

April 2, 2015  
9:00 am – 11:00 am  
Executive Office Building Auditorium  
Lobby Level  
**Targeted for New Supervisors**

### **Effective Business Writing**

April 2, 2015  
1:00 pm – 2:00 pm  
Executive Office Building Auditorium  
Lobby Level

### **Developing Creativity**

April 7, 2015  
9:00 am – 10:00 am  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

### **Manage Conflict in a Union Setting**

April 7, 2015  
1:00 pm – 4:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Managers and Supervisors Only**

### **Preventing Workplace Harassment**

April 7, 2015  
9:00 am – Noon  
Executive Office Building Auditorium  
Lobby Level  
**Required for all Employees**

### **Provide Services to Residents Class**

April 7, 2015  
1:00 pm – 4:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2

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- Contractors click this link: [AccessMCG](#)

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# Professional Development Programs

*April 2015*

## The Power of Positive Recognition

April 7, 2015  
1:00 pm – 3:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Managers and Supervisors only**

## ERS Applying for Retirement A, E, F, G, H

April 8, 2015  
9:00 – 10:29 am  
Council Office Building Auditorium

## Health Insurance Applying to Retire

April 8, 2015  
10:30 am - Noon  
Council Office Building Auditorium

## Bringing Out the Best in Others

April 9, 2015  
1:00 pm – 2:00 pm  
Executive Office Building Auditorium  
Lobby Level

## Delivering Customer Service Excellence

April 9, 2015  
9:00 am – 11:00 am  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

## Don't Let It Happen to You: Workplace Violence

April 9, 2015  
9:00 am – Noon  
Executive Office Building Auditorium  
**Required for Managers and Supervisors**

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- Contractors click this link: [AccessMCG](#)

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# Professional Development Programs

*April 2015*

## Interviewing and Selecting Employees

April 14, 2015  
9:00 am – 4:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2  
**Required for Staff Who Conduct  
Employment Interviews**

## Fundamentals of Supervision

April 15 and 22, 2015  
(must attend both days)  
9:00 am – 4:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2  
**Managers and Supervisors only**

## Contract Negotiation

April 20, 2015  
9:00 am - 3:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Strongly Encouraged for all MLS and  
Contract Administrators**

## ERS Retirement Planning – ERS Groups A, E, F, G, H

April 22, 2015  
9:00 – 10:29 am  
Council Office Building Auditorium

## Health Insurance Planning for Retirement

April 22, 2015  
10:30 am - Noon  
Council Office Building Auditorium

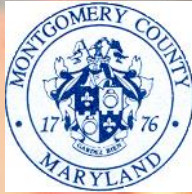
## Performance Management Basics

April 22, 2015  
1:00 pm – 4:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Required for Managers and Supervisors**

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

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# Professional Development Programs

*April 2015*

## Cutting Through Clutter

April 23, 2015  
1:00 pm - 2:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

## Introduction to Managing in a Union Setting

April 23, 2015  
9:00 am – 11:00 am  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Required for all Managers/Supervisors**

## Chemical Safety

April 28, 2015  
9:00 am - Noon  
Executive Office Building, 15<sup>th</sup> Floor

## Preventing Workplace Harassment

April 28, 2015  
9:00 am - Noon  
Executive Office Building Auditorium  
**Required for all Employees**

## ADA As Amended: Employment Law

April 29, 2015  
1:00 pm – 4:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Required for all Managers/Supervisors**

## Contract Drafting and Risk Management

May 4, 2015  
9:00 am - 3:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Strongly Encouraged for all MLS and Contract Administrators**

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

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Montgomery County, Maryland  
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Training and Organizational Development

# Professional Development Programs

## May 2015

### Manage Conflict in a Union Setting

May 5, 2015  
1:00 pm – 4:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Required for Managers and Supervisor**

### Contract Compliance Programs

May 6, 2015  
1:00 pm - 3:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Strongly Encouraged for all MLS and  
Contract Administrators**

### EEO Diversity Management

May 6, 2015  
9:00 am - Noon  
Executive Office Building Auditorium  
Lobby Level  
**Required for Managers and Supervisor**

### ERS Applying for Retirement A, E, F, G, H

May 6, 2015  
9:00 – 10:29 am  
Council Office Building Auditorium

### Health Insurance Applying to Retire

May 6, 2015  
10:30 am - Noon  
Council Office Building Auditorium

### Contract Negotiation

May 11, 2015  
9:00 am - 3:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Strongly Encouraged for all MLS and  
Contract Administrators**

➤ MCG Employees click this link: [Oracle Employee Self Service](#)

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# Professional Development Programs

## May 2015

### Business Grammar

May 13, 2015  
9:00 am – Noon  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

### Personal Protective Equipment

May 13, 2015  
9:00 am – Noon  
Executive Office Building, 15<sup>th</sup> Floor

### FMLA: Overview for Management

May 14, 2015  
9:30 am - 12:30 pm  
Executive Office Building Auditorium  
Lobby Level  
**Managers and Supervisors only**

### Limited English Proficiency

May 14, 2015  
1:00 pm - 4:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Required for all Front Line Staff**

### Transition: Staff to Supervisor Class

May 14, 2015  
1:00 pm – 4:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2

### Workplace Etiquette and Professionalism

May 14, 2015  
10:00 am – Noon  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. 3<sup>rd</sup> Floor 3F Rm  
**Co-sponsored with MCPS**

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

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# Professional Development Programs

*May 2015*

**ERS Retirement Planning, ERS Groups  
A,E,F, G, H**

May 20, 2015  
9:00 am – 10:29 am  
Council Office Building Auditorium

**Health Insurance Planning for  
Retirement**

May 20, 2015  
10:30 am - Noon  
Council Office Building Auditorium

**Emotional Intelligence**

May 20, 2015  
11:30 pm - 12:30 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

**Getting Organized**

May 20, 2015  
9:00 am – Noon  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. 3<sup>rd</sup> Floor 3F Rm  
**Co-sponsored with MCPS**

**Managing Negativity in the Workplace**

May 20, 2015  
9:00 am- 11:00 am  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Managers and Supervisors Only**

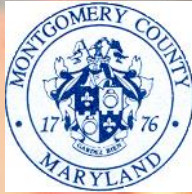
**Overview of Contract Administration**

May 20, 2015  
12:30 pm – 4:30 pm  
Executive Office Building Auditorium  
Lobby Level  
**Required for all MLS and Contract  
Administrators**

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

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# Professional Development Programs

## May 2015

### Preventing Workplace Harassment

May 20, 2015  
9:00 am – Noon  
Executive Office Building Auditorium  
Lobby Level  
**Required for all Employees**

### Substance Abuse CDL: Supervisor's Class

May 20, 2015  
1:30 pm - 2:30 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Required for Managers who supervise employees who have a commercial driver's license (CDL)**

### Introduction to Managing in a Union Setting

May 21, 2015  
9:00 am – 11:00 am  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102  
**Required for all Managers/Supervisors**

### Today's Diverse Workplace

May 21, 2015  
9:00 am – 1:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2

### Writing for Business

May 27, 2015  
9:00 am – Noon  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

### Safety Preparedness

June 9, 2015  
9:00 am – Noon  
Executive Office Building- 15<sup>th</sup> Floor

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

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Training and Organizational Development

# Professional Development Programs

## June 2015

### ERS Applying for Retirement A, E, F, G, H

June 10, 2015  
9:00 am – 10:29 am  
Council Office Building Auditorium

### Health Insurance Applying to Retire

June 10, 2015  
10:30 am - Noon  
Council Office Building Auditorium

### Don't Let It Happen to You: Workplace Violence

June 11, 2015  
1:00 pm – 4:00 pm  
Upcounty Regional Services Center, 12900  
Middlebrook Road, Suite 1100, #2  
**Required for Managers and Supervisors**

### Limited English Proficiency

June 11, 2015  
1:00 pm to 4:00 pm  
Executive Office Building Auditorium  
Lobby Level  
**Required for all Front Line Staff**

### Preventing Workplace Harassment

June 11, 2015  
9:00 am – Noon  
Executive Office Building Auditorium  
Lobby Level  
**Required for all Employees**

### Friendly Persuasion: How to Get the Things You Want

June 17, 2015  
1:30 pm - 2:30 pm  
Executive Office Building Auditorium  
Lobby Level

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- Contractors click this link: [AccessMCG](#)

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Training and Organizational Development

# Professional Development Programs

*June 2015*

**Management and Leadership:  
The Fundamentals Class**

June 17, 2015  
9:00 am – 11:00 am  
Executive Office Building Auditorium  
Lobby Level  
**Managers and Supervisors Only**

**Interviewing and Selecting Employees**

June 17, 2015  
9:00 am – 4:00 pm  
UpCounty Regional Services Center,  
12900 Middlebrook Rd. Suite 1100 Rm 2  
**Required for Staff Who Conduct  
Employment Interviews**

**ERS Retirement Planning, ERS Groups  
A,E,F, G, H**

June 24, 2015  
9:00 am – 10:29 am  
Council Office Building Auditorium

**Health Insurance Planning for  
Retirement**

June 24, 2015  
10:30 am - Noon  
Council Office Building Auditorium

**Preventing Workplace Harassment**

June 24, 2015  
9:00 am – Noon  
Executive Office Building Auditorium  
Lobby Level  
**Required for all Employees**

**Project Management**

June 25, 2015  
11:00 am – Noon  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

➤ MCG Employees click this link: [Oracle Employee Self Service](#)

➤ Contractors click this link: [AccessMCG](#)

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**Montgomery County, Maryland  
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# **Professional Development Programs**

*June/July 2015*

## **Successful Interviewing**

June 25, 2015  
9:00 am - 10:00 am  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

## **Coping with Compassion Stress**

July 1, 2015  
1:00 pm – 2:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

## **Using Reason to Resolve Conflict**

July 1, 2015  
3:00 pm – 4:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

## **Coaching Difficult Employees**

July 2, 2015  
2:00 pm – 4:00 pm  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

## **Time Management Tools: To Do Lists, Calendars, Smartphones**

July 2, 2015  
11:00 pm – Noon  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

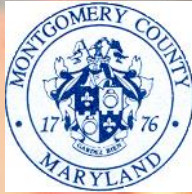
## **Using Email the Right Way**

July 2, 2015  
9:00 am – 10:00 am  
OHR Training and Organizational Center  
255 Rockville Pike, Suite 102

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

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# Professional Development Programs

## July 2015

### ERS Applying for Retirement A, E, F, G, H

July 8, 2015  
9:00 am – 10:29 am  
Council Office Building Auditorium

### Health Insurance Applying to Retire

July 8, 2015  
10:30 am - Noon  
Council Office Building Auditorium

### ERS Retirement Planning – ERS Groups A, E, F, G, H

July 22, 2015  
9:00 am – 10:29 am  
Council Office Building Auditorium

### Health Insurance Planning for Retirement

July 22, 2015  
10:30 am - Noon  
Council Office Building Auditorium

### EEO/Diversity Management

July 23, 2015  
9:00 am to Noon  
Executive Office Building Auditorium  
Lobby Level  
**Required for Managers and Supervisor**

### Effective Communication

July 23, 2015  
1:00 pm – 2:00 pm  
Executive Office Building Auditorium  
Lobby Level

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

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# How to Enroll in Training Classes Using Oracle Learning Management

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Through Oracle Learning Management OLM MCG employees and partners have access to everything they need to create a learning plan, register for classes and maintain their training records.

## ***Employees – with user name and password\****

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- **Log-in to your Employee Self-Service** at this link [www.montgomerycountymd.gov/eportal](http://www.montgomerycountymd.gov/eportal)
  - Select Oracle Employee Self-Service > Learner Self-Service > Learner Home
  - This will bring you to your personal Learner Home Page
- **To Search for a specific class**, use the Search window on the top left of the screen. Be sure to change the criteria from “course” to “class”.
- Click on the **Class Title** to see the class location Venue and instructor information
- Look at the top right-hand side of the screen to find the “Enroll” button
- Click Enroll>Click Review>Click Submit
- You should now see the class listed under “Enrollments” on your Learner Home page.
- If you are enrolling in a Computer-based training CBT course, you must enroll in both the CBT course and the assessment to complete the class.
- **For additional help**, go to the Quick Start Guides on [TransformMCG](#)
  - *\*If an employee **does not have a username and password**, should follow instructions under “Partners” on page 6 of the Planning for the Future Catalog.*

# Partners Includes MCG Temporary Employees, Contractors, Volunteers, and Interns

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A “Partner” is anyone employed by an organization which partners with MCG, such as HOC, Montgomery College, and MCPS; it also includes MCG temporary employees, contractors, volunteers, and student interns.

All Partners must setup a profile and request access to OLM through AccessMCG in order to r in a class.

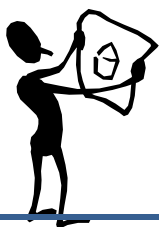
## ❖ Requesting Access

- **Step 1: Get instructions** by at the OHR Training Website: [Instructions for Non-Employees – How to Request Access to MCG Training Catalogs](#)
- **Step 2: Set up a profile** through AccessMCG. This is a County-wide application which gives the public the opportunity to request access to certain County databases.
- **Step 3: Request access** to the appropriate Catalog through AccessMCG.
  - MCG currently has three 3 catalogs:
  - Human Resources, Health and Human Services, and Libraries. For the classes listed in this flier, request access to the Human Resources Catalog. Once you have made your request, you will receive an email from OHR advising you that you may now access OLM and register for classes.
  - If you don’t know which catalog to request, contact the OHR Training Team at [OLMAdministrator@MontgomeryCountyMD.gov](mailto:OLMAdministrator@MontgomeryCountyMD.gov) or call 240-777-5116

## ❖ Register for Classes

- **Log-in to AccessMCG** by clicking this [link](#).
  - Log in using the user name and password you have set up above.
  - Select Human Resources Services > County Learning Services > County Learning Area *click the blackboard icon*
  - This will open up Oracle
    - Select MCG External Learner Self-Service > Learner Home
    - This will bring you to your personal Learner Home Page
- **To Search for a specific class**, use the Search window on the top left of the screen. Be sure to change the criteria from “course” to “class”.
- **Classes are listed** by title and date. For example: “Limited English Proficiency Class 2014-12-24”

❖ **For additional help**, go to the Quick Start Guides on the [OHR Training Web Page](#).



**Lost?** Look for the OLM “Quick Start Guides”!

- ❖ **Employees:** go to [TransformMCG](#)
- ❖ **Contractors and Partners:** go to [OHR Training Web](#)

# Confirmation of Training Enrollment in OLM

## *What is different from our former training registration system?*

### **HERE'S WHAT YOU NEED TO KNOW**

In our old system, when you enrolled in a class you received two confirmations: an immediate confirmation with course details and training locations, and a 7 day confirmation before your class. With Oracle Learning Management, you will receive the following confirmations:

#### **Once you Enroll in a class:**

1. An Oracle generated notification entitled **Workflow Mailer** is sent once you enroll in a class. This notification confirms your class registration, including the name of the class and the start and end date. The first notification does not provide the class the location.
2. A second **Workflow Mailer** will include the specific location of your training. This notification will be sent within 24 hours of enrolling in a class.

#### **7 day confirmation:**

3. You will receive a confirmation of your training 7 days before your class starts. This will include the Class specifics including Title, Start and End Date/time and the specific location of your class.  
**NOTE:** If you enroll 6 days before your class starts, you will *not* receive the 7 day confirmation. *You will receive the 2 notifications above once you enroll in the class* that will include your class details including the specific location of class. Several classes have Wait Lists and if you are on a Wait List, you will not receive a Next Day Confirmation or a 7 Day Confirmation.



## Helpful Hints—ENROLLING IN TRAINING

### IMPORTANT WEB LINKS

If you are *NOT* reading this on the computer, here are the instructions for finding the web link when you are back on your computer.

#### ***Find it Fast:***

***While the log-in page is open***, bookmark the page by using the Internet Explorer “favorites”.

1. Click the gold star at the upper right
2. Click down arrow
3. Click “Add Favorites”
4. Name it whatever you will remember
5. Save

**OHR Training Web Page** – type into your web browser:

**www.montgomerycountymd.gov** > Departments > Human Resources > Training.

**TransformMCG** – type into your web browser, **portal.mcgov.org** > TransformMCG at bottom of the page > Oracle HCM/Payroll > Oracle Learning Management

**Oracle Employee Self Service** – type into your web browser, **portal.mcgov.org** > ePortal > Oracle Employee Self Service

**AccessMCG** – type into your web browser, **www.montgomerycountymd.gov** > Online Services > AccessMCG

## **FINDING HELP WITH OLM**

Below is a table describing the many helpful documents and on-line learning available to help you learn to navigate the OLM.

<b>Employees</b>	<b>Non-Employees</b>
<b>OLM Quick Start Guides</b> Simplified, illustrated guides to Access the Catalog, Search for a Course, Search for a Class and Enroll in a Class <b>LOCATION:</b> <a href="#">Transform MCG</a>	<b>OLM Quick Start Guides for Non-Employees</b> Simplified, illustrated guides to Access the Catalog, Search for a Course, Search for a Class and Enroll in a Class <b>LOCATION:</b> <a href="#">OHR Training Page</a>
<b>Learner UPK's and Manager UPK's</b> Interactive, automated step-by-step guides to every action available for Learners and Managers. Detailed step-by-step guides may also be printed from each UPK. <b>LOCATION:</b> <a href="#">Transform MCG</a>	
<b>Frequently Asked Questions FAQs</b> Question and Answer format, searchable by topic. Designed to cover questions from how to access the system, to troubleshooting navigation issues. <b>LOCATION:</b> <a href="#">OHR Training Page</a>	<b>Frequently Asked Questions FAQs</b> Question and Answer format, searchable by topic. Designed to cover questions from how to access the system, to troubleshooting navigation issues. <b>LOCATION:</b> <a href="#">OHR Training Page</a>
<b>OLM User's Guide</b> Provides an overview of the OLM system. Highlights of OLM, accessing the system for employees and partners, system structure, Learning Paths and Certifications, Mandatory Training and OLM Terminology. <b>LOCATION:</b> <a href="#">OHR Training Page</a>	<b>OLM User's Guide</b> Provides an overview of the OLM system. Highlights of OLM, accessing the system for employees and partners, system structure, Learning Paths and Certifications, Mandatory Training and OLM Terminology. <b>LOCATION:</b> <a href="#">OHR Training Page</a>
MCG Employees automatically have access to MCG Training Catalogs and Registration through <a href="#">Employee Self Service ESS</a>	<b>Instructions to Non-Employees – How to Request Access to MCG Training Catalogs</b> Step-by-Step illustrated instructions to help non-employees go to AccessMCG, set-up a profile, and request approval to access the training catalogs. <b>LOCATION:</b> <a href="#">OHR Training Page</a>

**IF YOU NEED ADDITIONAL INFORMATION, PLEASE CONTACT A MEMBER OF THE OFFICE OF HUMAN RESOURCES TRAINING TEAM AT 240-777-5116 OR [OLM.ADMIN@MONTGOMERYCOUNTYMD.GOV](mailto:OLM.ADMIN@MONTGOMERYCOUNTYMD.GOV)**